

The Village of Port Clements

Community Grant Policy

Policy No. 22, 2019

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Adopted: August 6, 2019

DEFINITIONS

Award/Awarding: a successful grant application in which Council votes to give the monies to the applicant(s).

Grant: a financial award given by the Village of Port Clements.

In-Kind Donation: A non- financial award given by the Village of Port Clements. This includes waiving fees for use of property of the Village of Port Clements, where the Village does not incur any direct financial costs.

Non-government Organizations: A non-governmental organization (NGO) is a non-profit, citizen-based group that functions independently of government. NGOs, sometimes called civil societies, are organized on community, national and international levels to serve specific social or political purposes, and are cooperative, rather than commercial, in nature.

Not for profit (NFP) Organization: Not for profit describes a type of organization that does not earn profits for its owners. All of the money earned by or donated to a not-for-profit organization is used in pursuing the organization's objectives and keeping it operational.

Representative – the person responsible for managing the funds on behalf of their organization, group... may be liable in the case of misuse of funds.

PURPOSE

1. The Village of Port Clements may contribute to the general interest and advantage of the community through the awarding of Community Grants.
2. It is the intent of this policy to regulate the amounts given as grants, and to remain consistent and fair in the awarding of grants. The awarding of grants is to have a net positive impact: to increase goodwill, relationships, attachment, and engagement within the community.
3. This policy is to set expectations, responsibilities and accountabilities to staff, council and residents of the Village of Port Clements.

DETAILS OF POLICY

1. Preference for the awarding of grants will go to groups located in the Village of Port Clements, other on-island groups may be considered.
2. Grant funding must fall into one of the following categories
 - a. Youth
 - b. Arts and Culture
 - c. Events
 - d. Environmental Sustainability
 - e. Economic Development
 - f. Business Façade Program
3. Grants will be awarded to NGO's and not-for-profit groups such as charities, community service groups. Individuals may receive a grant if they are supported/sponsored by an NGO, or NFP.
4. Applicants must have a complete application (SCHEDULE A) submitted in a timely manner. Incomplete applications will not be considered. All Grant Applications must be received before the Wednesday before the Council Meeting, at 1:00 PM (13:00). All applications should include any relevant documentation such as quotes, letters of support, diagrams and maps.
5. Applications must be submitted to the Village office for review before being passed onto Council. Preliminary screening will be conducted by staff (SCHEDULE B) to determine viability/feasibility of the project.
6. Applications will be assigned a number, which will continue to be the reference number throughout the entire grant-awarding and reporting process, even if the grant application is not accepted.
7. Applications are considered to be legally binding documents.
8. Projects applications must be submitted to the Village office for preliminary screening using Schedule B. Staff will report all applications to Council, and the reason for their rejection if applicable.
9. The CAO will pass along accepted applications to Council, to approve or reject the application. The applications are evaluated consistently on the following topics:
 - a. Total funding requested
 - b. Impact on community
 - c. Feasibility of project
 - d. Alignment with OCP, goals and strategy of community and Council.
10. Council may use SCHEDULE C as a decision making tool, or as a record to be attached with the application for future reference.
11. All rejected applications have the right to appeal Staff or Council's decision by using Schedule D, in conjunction with any additional documents or letters of support from community members. Appeals will be heard at the following Council meeting after receiving the appeal. Any appeals must be received on the Wednesday before the Council meeting. Incomplete forms will not be considered.
12. Council will have final approval of grant awarding and funding amount.

13. Recipients must complete the Report (SCHEDULE E) within 2 months of completion of the project or event. Extensions may be granted in extenuating circumstances. The purpose of the report is to ensure funds went where they were intended, receive feedback on the program, and celebrate of success stories.
14. An individual must be responsible for the funds, as a representative of a group or organization. This individual may be responsible for repaying the monies awarded if any of the following occur:
 - a. The grant money is forwarded onto another cause as an indirect donation
 - b. The project does not occur (cancelled)
 - c. The monies are used for something they were not intended for, that could be perceived as controversial, "in bad taste" or "in bad faith"; at the discretion of council
 - d. The monies were used for something illegal
 - e. The monies are used to promote a self interest (political, membership drives, unionization, religious events or professional organizations)
15. Grants may be awarded after a project or event with proof of purchase with receipts.
16. Applicants will be notified whether their grant request was successful with a letter from the Village. This letter may identify any terms and conditions of the grant, and may serve as a contract between the recipient and the Village, if such terms were decided by Council. A representative of the group, organization or themselves will sign said letter and return it to the Village office to receive their grants.
17. Grants will not be awarded to reduce fees such as property taxes, water, sewer or garbage fees as collected by the Village in accordance with of the Community Charter (Section 25, as of July 2019).
18. Grants may not be awarded to any item that will revert to private ownership of an individual.
19. In-kind donations will be awarded according to the same criteria as financial grants, including the application and reporting process.



Mayor Doug Daugert



Ruby Decock, CAO